

Victim Compensation & Government Claims Board

CAREER EXECUTIVE ASSIGNMENT



AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

PENDING STATE PERSONNEL BOARD'S APPROVAL

DEPARTMENT: VICTIM COMPENSATION & GOVERNMENT CLAIMS BOARD (VC&GCB)

POSITION TITLE: CAREER EXECUTIVE ASSIGNMENT (CEA)
LEGISLATION AND PUBLIC AFFAIRS & COMMUNICATIONS SECTION
CEA LEVEL 1

FINAL FILING DATE: DECEMBER 5, 2003

SALARY RANGE: \$5493 - \$6975

DUTIES/RESPONSIBILITIES:

Under the general direction of the Executive Officer, the CEA plans, manages and directs the work of the VCGCB's Legislation and Public Affairs & Communications Section (PACS). This position serves as the principal consultant, policy advisor and technical expert on legislative issues to the three-member Board, the Executive Officer, and executive member staff. The CEA represents the VCGCB before the Governor's Office, the Legislature, legislative committees, individual legislators, legislative committee consultants, legislative advocates, the Attorney General's Office, the Department of Finance, other state agencies, local government and major public interest groups. The CEA is responsible for supervising the activities of the Information Officer II in the managing, directing, and coordinating the PACS.

EXAMINATION INFORMATION:

The examination process will consist of an application screening based on the minimum and desirable qualifications as stated in this announcement. Interviews may be scheduled if deemed necessary by the appointing power. Job-related criteria will be used to comparatively rank qualified candidates and candidates will be notified in writing of the examination results.

MINIMUM QUALIFICATIONS:

Applicants must meet the following qualifications:

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in the Government Code Section 18990.

Or III

Must be a current non-elected exempt employee of the Executive Branch and have had two or more consecutive years of Executive Branch employment as defined in Government Code Section 18992.

In addition to the above, the candidate must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires the following:

GENERAL QUALIFICATIONS:

- (a) **Knowledge of** the organization and functions of the California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; human resource management; knowledge of equal employment opportunity and anti-discrimination programs.
- (b) **Ability to** plan, organize and direct the work of professional and technical staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and representatives of all levels of the government, the public and the Executive, Legislative and Judicial branches; analyze and make decisions on complex problems and recommend effective courses of action; recognize trends in criminal justice and restitution and effectively articulate them to the stakeholders; influence the actions of others on sensitive issues; recognize and understand the political environment and consequence of actions; serve as top policy advisor to Executive Officer; achieve defined objectives in a timely and cost efficient manner; establish and monitor goals and objective; evaluate progress and results; and select, develop, motivate, and discipline subordinate staff.

The above knowledge and abilities are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer; in state service, other government settings, or in a private organization.)

DESIRABLE QUALIFICATIONS:

- Have a broad and comprehensive knowledge of the Department's role and responsibility and state and federal policies, guidelines, and standards as it relates to the Victim Compensation & Government Claims Board.
- Knowledge of the internal and external Equal Employment Opportunity program objectives.
- Knowledge of Legislation analysis, proposals, etc.
- Familiar with federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, programs, and policies.
- Ability to develop and build strong external relationships.
- Ability to develop and implement organizational improvements or innovations.
- Ability to apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.
- Excellent leadership and communication skills
- Strong work ethics, fairness, and honesty; is approachable, well balanced; possesses compassion, people skills, confidence, and intelligence.
- Knowledge of media values
- Experience with various outreach methods to educate to the public of various phases of a statewide program.

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the position of CEA for the Legislation & PACS.

APPLICATION INFORMATION:

Submit a standard *State application (Std. 678)*, *resume*, and a *Statement of Qualifications*. The *Statement of Qualifications* is a presentation of the candidate's education and experience that would qualify him/her to perform the duties of this position. Applicants who fail to submit a Statement of Qualifications will be eliminated from the examination. The application, resume, and statement of qualifications are to be submitted to:

Victim Compensation & Government Claims Board
Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
Attn: Teresa Green

Questions regarding this position or the examination process may be addressed to Teresa Green at (916) 327-4961 or TDD (800) 735-2929.